

May 13, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZE THE CHAIR OF THE BOARD TO SIGN A CERTIFICATION OF
ASSURANCE OF COMPLIANCE FOR AN OFFICE OF
CRIMINAL JUSTICE PLANNING GRANT
(ALL DISTRICTS) (4 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

- 1) Instruct the Chair of the Board of Supervisors to sign the attached Certification of Assurance of Compliance in order for the Sheriff's Department to accept, upon notification, \$45,000 in grant funding from the Governor's Office of Criminal Justice Planning (OCJP), Coverdell Forensic Sciences Improvement Act Program.
- 2) Authorize the Sheriff of Los Angeles County, as an agent for the County, to accept, sign, and execute a grant award agreement from OCJP, upon notification of funding approval. This would include any subsequent amendments, modifications, extensions, and augmentations pertaining to said grant award, subject to review by County Counsel and the Chief Administrative Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

OCJP has solicited a Request For Application (RFA) because the Sheriff's Department expressed interest in the Coverdell Forensic Sciences Improvement Act - Training Program (CLIP). Only the Los Angeles County Sheriff's Department and the Los Angeles City Police Department Local Forensic Laboratories are eligible to apply and receive funding under this RFA process. There is \$90,000 (\$45,000 each applicant) available. OCJP requires the Chair of the Board of Supervisors and the Sheriff of Los Angeles County to sign the Certification of Assurance of Compliance in order for a grant award to be issued.

The goal of this project is to provide education and training in technical and personal skills to California's forensic scientists to ensure they effectively and efficiently perform their laboratory work.

Implementation of Strategic Plan Goals

This approved action will promote and further the County's Strategic Plan Goals in the areas of Service Excellence, Workforce Excellence, and Organizational Effectiveness. This program will allow Sheriff's Department forensic scientists to improve their expertise in different fields through training, thus resulting in more effective and efficient caseload resolutions for their clientele.

FISCAL IMPACT/FINANCING

There will be no impact on the 2003-04 Budget as the new program cost will be revenue offset by this State-funded grant and will be included in the Department's final budget changes. The funding will be used solely for training. There will be no salary, employee benefits, or equipment costs associated with this grant program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This is a one-time only program funded through the Coverdell National Forensic Sciences Improvement Act Program. The grant period for this project will begin on May 1, 2003, and end on April 30, 2004. County Counsel has approved the Certification of Assurance of Compliance as to form.

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IMPACT ON CURRENT SERVICES

The grant funding will have a positive impact on current services especially within the Department's Scientific Services Bureau. The potential funding will increase expertise among the Department's forensic scientists, resulting in more efficient and effective caseload management.

CONCLUSION

Upon the Board's approval, please send four (4) individually certified copies of the Board-adopted letter to the Sheriff's Department's Grants Unit.

The Sheriff's Department contacts for the requested Board action are Karen Anderson, Grants Unit Manager, (323) 526-5408, or Michelle Day, Grants Coordinator, (323) 526-5212.

Respectfully submitted,

LEROY D. BACA
SHERIFF

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LDB:PKT:JET:KJA:MAD:mad
(Fiscal Administration - Grants Unit)

Attachments

a: Chief Administrative Office
County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors
William T. Stonich, Undersheriff
R. Doyle Campbell, Assistant Sheriff
Larry L. Waldie, Assistant Sheriff
Jerome W. Schmiedeke, Chief, Technical Services Division
Paul K. Tanaka, Chief, Administrative Services Division
Patrick J. Mallon, Commander, Technical Services Division
Andrew L. Lamberto, A/Assistant Division Director, Administrative Services Division
Chris C. Beattie, Captain, Scientific Services Bureau
Judi E. Thomas, Acting Director, Fiscal Administration
Harley Sagara, Assistant Director, Scientific Services Bureau
Erin Trujillo, Assistant Director, Scientific Services Bureau
Karen Anderson, Manager, Grants Unit
Annette Asamoto, Senior Criminalist, Scientific Services Bureau
Vicky Morcos, Supervisor, Grants Accounting and Special Funds Unit
Thea Sheridan, Operations Assistant III, Technical Services Division
Nicolas Valenzuela, Accountant III, Grants Accounting
Grants Unit - OCJP Coverdell (CLIP) grant file
Chrono

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING
Coverdell National Forensic Sciences Improvement Act Program (CLIP)**

APPLICATIONS (RFA)

PART III - APPLICATION FORMS

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING
Coverdell National Forensic Sciences Improvement Act Program (CLIP)
AT-A-GLANCE CHECK LIST

This checklist is provided to assist the applicant in ensuring that a complete application is submitted to OCJP. When completed, each of the **three copies** of the application should be comprised of the following components:

Standard Grant Award Forms

- ☐ Proposal Cover Sheet
- ☐ Grant Award Face Sheet (see General Instructions and Application Forms, OCJP A301)
- ☐ Project Service Area Information (see General Instructions)
- ☐ Project Contact Information (see General Instructions)
- ☐ Certification of Assurance of Compliance (see General Instructions and Application Forms, OCJP 656)

Project Narrative

- ☐ Problem Statement (see Programmatic Instructions)
- ☐ Plan – Objectives (see Programmatic Instructions)
- ☐ Implementation – Activities (see Programmatic Instructions)
- ☐ Organizational Chart (see Programmatic Instructions)

Budget

Submit all documentation as appropriate to support items budgeted in the application.

- ☐ Budget Narrative (see General Instructions)
- ☐ Project Budget Form OCJP A303a - Personal Services Salaries/Employee Benefits (see Programmatic Instructions, Application Forms and Grantee Handbook, Section 2100)
- ☐ Project Budget Form OCJP A303b - Operating Expenses (see Programmatic Instructions, Applications Forms and Grantee Handbook, Section 2200)
- ☐ Project Budget Form OCJP A303c - Equipment (see Programmatic Instructions, Applications Forms and Grantee Handbook, Section 2300)

Additional Forms

- ☐ Additional Signature Authorization (if applicable)
- ☐ Out-of-State Travel Request. Refer to OCJP Grantee Handbook, Section 2236 (if applicable)

Application Appendix

- ☐ Accreditation status from ASCLD/LAB
- ☐ Organizational Chart

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING

1130 K STREET, SUITE 300
SACRAMENTO, CA 95814
(916) 324-9100



PROPOSAL COVER SHEET

RFA PROCESS

Coverdell National Forensic Sciences Improvement Act Program (CLIP)

Deliver to the Crime Suppression Branch

Submitted by:

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
4700 RAMONA BOULEVARD
MONTEREY PARK, CALIFORNIA 91754
(323) 526-5000

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP A301)
GRANT AWARD FACE SHEET**

The Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1)** County of Los Angeles hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

(2) Implementing Agency Name Los Angeles County Sheriff's Department

Contact Erin Trujillo **Address** 7717 Golondrinas Street Downey, California 90242
Telephone (562) 940-0109

(3) Project Title (60 characters maximum) Coverdell Forensic Sciences Improvement Act Program	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum) Leroy D. Baca, Sheriff 4700 Ramona Boulevard Monterey Park, California 91754 (323) 526-5000	(7) Grant Period May 1, 2003 through April 30, 2004 (8) Federal Amount N/A (9) State Amount \$45,000
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum) Patricia A. Hawkins, Director 4700 Ramona Boulevard Monterey Park, California 91754 (323) 526-5205	(10) Cash Match \$0 (11) In-Kind Match \$0 (12) Total Project Cost \$45,000

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the OCJP Grantee Handbook, and the OCJP audit requirements, as stated in this Request for Proposal (RFP) or Request for Application (RFA). The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP/RFA.

<p style="text-align: center;"><u>FOR OCJP USE ONLY</u></p> <p>Item:</p> <p>Chapter:</p> <p>PCA No.:</p> <p>Components No.:</p> <p>Project No.:</p> <p>Amount:</p> <p>Split Fund:</p> <p>Split Encumber:</p> <p>Year:</p> <p>Fed. Cat. #:</p> <p>Match Requirement:</p> <p>Fund:</p> <p>Program:</p> <p>Region:</p>	<p>(13) Official Authorized to Sign for Applicant/Grant Recipient</p> <p>_____ Name: Leroy D. Baca</p> <p>_____ Title: Sheriff</p> <p>_____ Address: 4700 Ramona Boulevard Monterey Park, California 91754</p> <p>_____ Telephone: (323) 526-5000</p> <p>_____ Date:</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <p>_____ Fiscal Officer, OCJP Date</p> <p>_____ Executive Director, OCJP Date</p>
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PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.

*Los Angeles County

[STAFF NOTE: Include items 2, 3 and 4 only if required by the federal funding source.]

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

19-23, 25-28, 30, 38-49

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.

19, 20-23, 25-27, 30

5. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

9,824,807

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the person having day-to-day responsibility for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the person to whom the person listed in #1 is accountable.
3. Provide the name, title, address, telephone number, and e-mail address for the Chief Executive of the implementing agency.
4. Provide the name, title, address, telephone number, and e-mail address for the Chair of the Governing Body of the implementing agency.
5. Provide the name, title, address, telephone number, and e-mail address for the person responsible for the project from the applicant agency.

PROJECT CONTACT INFORMATION

Applicant: County of Los Angeles_____

Implementing Agency (if applicable): Los Angeles County Sheriff's Department_____

Project Title: Coverdell Forensic Sciences Improvement Act Program_____

Grant Number (to be added by OCJP): _____

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The person having day-to-day responsibility for the project:

Name: Eric Trujillo

Title: Assistant Director

Address: 7717 Golondrinas Street Downey, California 90242

Telephone Number: (562) 940-010 Fax Number: (562) 940-0337

E-Mail Address: EATrujillo@lasd.org

2. The person to whom the person listed in #1 is accountable:

Name: Chris C. Beattie

Title: Captain

Address: 2020 West Beverly Boulevard Los Angeles, California 90057

Telephone Number: (213) 989-5000 Fax Number: (323) 415-3594

E-Mail Address: CCBeattie@lasd.org

3. The executive director of a nonprofit organization or the chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: Leroy D. Baca

Title: Sheriff

Address: 4700 Ramona Boulevard Monterey Park, California 91754

Telephone Number: (323)526-5000 Fax Number: (323)267-6600

E-Mail Address: ldbaca@lasd.org

4. The chair of the governing body of the implementing agency: (Provide address and telephone number other than that of the implementing agency.)

Name: Yvonne Brathwaite Burke

Title: Chair, Los Angeles County Board of Supervisors

Address: 500 West Temple Street Los Angeles, California 90012

Telephone Number: (213) 974-2222 Fax Number: (213) 680-3283

E-Mail Address:

5. The person responsible for the project from the applicant agency, if different than #1:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

CERTIFICATION OF ASSURANCE OF COMPLIANCE INSTRUCTIONS

All applicants must submit the Certification of Assurance of Compliance with the Grant Award Forms Package. By signing the Grant Award Face Sheet and the Certification of Assurance of Compliance (OCJP 656, Rev. 7/00), and submitting the Grant Award Forms Package to OCJP, the applicant acknowledges awareness of and the responsibility to comply with all specified state and federal requirements.

1. Equal Employment Opportunity

a. General EEO Rules and Regulations

- 1) California Fair Employment and Housing Act (FEHA) and its Implementing Regulations, California Administrative Code, Title 2, Division 4, Fair Employment and Housing Commission:

The FEHA declares it illegal in California to discriminate against anyone in employment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, sex or age (over 40). The objectives of the FEHA and these regulations are to promote equal employment opportunity and to assist all persons in understanding their rights, duties and obligations, so as to facilitate achievement of voluntary compliance with the law.

- 2) California Government Code Article 9.5, Sections 11135-11139.5 and its Implementing Regulations California Administrative Code, Title 22, Sections 98000-98413; Title VI of the Civil Rights Act of 1964:

These sections mandate comprehensive state and federal civil rights regulations prohibiting discrimination or denial of benefits to persons who are under programs or activities receiving financial assistance from the State of California or the federal government.

- 3) Title V, Section 504 of the Rehabilitation Act of 1973 (29 USCS Section 974); Government Code Section 4450, et seq.

These state and federal regulations mandate that qualified persons with disabilities will not be excluded from, denied benefits of, or discriminated against solely on the basis of their disabilities, under any program or activity that receives financial assistance from OCJP. Further, all facilities used by OCJP funded projects shall be made reasonably accessible to and usable by the physically handicapped.

These regulations also provide that employers shall make reasonable accommodation to the physically handicapped, unless the employer can demonstrate that such accommodation would impose undue hardship.

- 4) The Americans with Disabilities Act of 1990 (ADA), 42 USC, Sections 12101 et seq., and U.S. Department of Justice Implementing Regulations, 28 CFR, Part 35:

The ADA guarantees equal opportunity for individuals with disabilities in public and private sector services and employment. A comprehensive anti-discrimination law for persons with disabilities, the ADA extends to virtually all sectors of society and every aspect of daily living (i.e., work, leisure, travel communications and more).

b. Federally Funded Projects - 28 CFR, Part 42, Nondiscrimination; Equal Employment Opportunity; Policies and Procedures (U.S. Department of Justice)

- 1) Requires agencies receiving federal financial assistance from OCJP to prepare an Equal Employment Opportunity Program (EEOP) upon meeting the following criteria:
- Grantee has 50 or more employees;
 - Grantee has received a total of \$25,000 or more in grants or subgrants since 1968 (for grants of \$500,000 and more see 2); and
 - Grantee has a service population of 3% or more minority representation (if less than 3% the EEOP must be prepared to focus on women).

Effective Fiscal Year 1992/93, the criteria and requirements apply to the "implementing agency" responsible for the day-to-day operation of the project (e.g., Probation Department, District Attorney, Sheriff).

Please note that upon submission of the Certification of Assurance of Compliance to OCJP, the applicant certifies that the agency has an EEOP on file or will formulate, implement, and maintain an EEOP within 60 calendar days of the date the Grant Award Face Sheet (OCJP A301) is signed by the Executive Director of OCJP. This certification further commits the agency to submit to OCJP a copy of its EEOP within 60 calendar days of the Executive Director's signature on the OCJP A301. **The EEOP must be developed for the implementing agency.**

- 2) All applicants for federal grants funds of \$500,000 or more must submit a copy of the current EEOP developed for the implementing agency, or federal letter of compliance, to OCJP with the Grant Award Forms Package. No Grant Award Agreement in this amount will be approved until OCJP receives approval of the applicant's EEOP from the federal government.
- 3) Projects who have previously received a total of \$25,000 or more in grant funds, or a single award in the amount of \$500,000 or more, and have an approved EEOP on file with OCJP, are required to submit an annual update of their EEOP if funds are continued. The timeframe for EEOP updates are the same as are identified in 1) and 2) above and must cover the implementing agency.

c. State Funded Grants and Community-based Organizations (CBOs)

State funded grants and CBOs are exempt from the federal government requirement of developing an EEOP, pursuant to 28 CFR, Part 42, Subpart E; however, they are monitored by the U.S. Department of Health and Human Services in EEO compliance matters.

d. Additional Requirements for ALL OCJP Grantees

- 1) In addition to the Certification of Assurance of Compliance (OCJP 656), all OCJP grantees must have a current year EEO Policy Statement, established by their agency, posted in a prominent place accessible to employees and applicants (See Grantee Handbook, Appendix V).
- 2) The poster entitled "**Harassment or Discrimination in Employment is Prohibited by Law**" (See Grantee Handbook, Appendix W) also must be posted in a conspicuous location accessible to employees and applicants for employment. This poster may be obtained from the local office of the Department of Fair Employment and Housing (DFEH).

The Equal Employment Opportunity Program Guidelines may be obtained by contacting the EEO Compliance Office at (916) 327-3689. Additionally, applicants are encouraged to contact their Personnel Office or Affirmative Action Office for EEO information and assistance.

2. Drug-Free Workplace

Senate Bill 1120 (Chapter 1170, Statutes of 1990) established the Drug-Free Workplace Act of 1990 ("the Act") which requires grantees to maintain a drug-free workplace, as does the federal Drug-Free Workplace Act of 1988. By signing the Certification of Assurance of Compliance, the applicant formally notifies OCJP, as the granting/monitoring agency, that the applicant will comply with the provisions of the Act.

A copy of the Drug-Free Workplace Certification is included in the Grantee Handbook, Appendix O, to serve as a guide for the development of the agency's statement.

3. Environmental Impact

The California Environmental Quality Act (CEQA) (Public Resources Code, Division 13, Section 21000 et seq.) requires that a Lead Agency (the public agency which has principal responsibility for carrying out or approving a project which may have a significant effect on the environment) prepare an environmental document on the project. For purposes of CEQA, the Lead Agency is the city or county planning department. If this requirement has previously been met, the applicant must sign and submit OCJP 656 confirming compliance.

NOTE: **State agencies** applying for OCJP grant funds must meet all CEQA requirements outlined above. Each agency has the authority to determine which of the designated categories applies. All notices must be filed with the Office of Planning and Research (OPR) instead of with a local planning department, and kept on file with the project.

Public school districts and county Offices of Education applying for OCJP grants must also meet all CEQA requirements. OCJP 656 must be completed and submitted to OCJP. Public school districts may have lead agency authority to determine which of the designated CEQA categories applies. Evidence of this category determination must be completed and kept in the applicant's project files.

All applicants selected for funding other than state agencies, public school districts and county offices of education should contact their city or county planning department to determine which of the designated categories listed in Section 2, Evidence of Compliance, applies.

A project is defined as the whole of an action which has a potential for resulting in a physical change in the environment, directly or ultimately. For the purposes of this package, a project can include, but is not limited to:

- An activity involving the issuance of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies, such as the leasing of real property from a government agency (e.g., office buildings, warehouses, police stations or shelters);
- An activity involving the amendment of zoning ordinances, or the amendment of a local General Plan.

In order for OCJP to approve the funding of projects selected for funding the applicant must complete and sign the Certificate of Assurance of Compliance (OCJP 656) and maintain evidence of CEQA compliance on file. The process for completing these requirements is as follows:

a. Assurance of Compliance - Environmental Impact Statement

All applicants selected for funding must submit the OCJP Certification of Assurance of Compliance (OCJP 656) signed by the person authorized by the governing board to sign the Grant Award Agreement. This is the same signature as appears on line 13 of the Grant Award Face Sheet.

b. Evidence of Compliance

Such evidence of compliance must be maintained on file as part of the project's administrative requirements and may be any one of the four designated categories described below.

A sample format is included in the Grantee Handbook, Appendix U. The applicant/grantee may present this form to the Lead Agency for review. The planning

department may sign this form, or may prepare a document which describes the applicant's compliance with CEQA.

1) Category 1

A **statement**, signed and dated by the planning department, citing the CEQA Guidelines (California Administrative Code, Title 14, Division 6, Section 15061 (b)(3)) and stating that the Lead Agency can say with certainty that there is **no possibility** that the activity in question may have a significant effect on the environment and that the project is not subject to CEQA.

2) Category 2

A **Notice of Exemption** filed with the county clerk of the county or counties in which the project will be located, if the proposed project falls under the provisions for **statutory or categorical exemptions** of the CEQA Guidelines (California Administrative Code, Title 14, Division 6, Sections 15260-15329). Such filing will result in a date stamped on the notice. Normally, this notice is filed by the planning department. The applicant may file the notice instead, but must maintain a certified document issued by the planning department stating that this agency has found the project to be exempt. As evidence of CEQA compliance, a date stamped copy of that notice must be maintained by the applicant in the project files.

3) Category 3

A **Negative Declaration** prepared in accordance with CEQA Guidelines (California Administrative code, Title 14, Division 6, Section 15000 et seq.), if the proposed project is determined to have no potential to significantly effect the environment. As part of the Negative Declaration process, the planning department must give the general public and affected public agencies an opportunity to review the proposed Negative Declaration, and must consider any comment. After completion of the Negative Declaration process, a Notice of Determination must be filed with the county clerk within five (5) working days after the Lead Agency approves the project. A copy of the Notice of Determination must also be filed with the Office of Planning and Research State Clearinghouse. As evidence of CEQA compliance, a date stamped copy of that notice must be maintained by the applicant in the project files.

4) Category 4

An **Environmental Impact Report (EIR)** prepared in accordance with the CEQA guidelines, if the proposed project may significantly impact the environment. As with the Negative Declaration, the EIR must be circulated for public and agency review. Additionally, the planning department must respond in writing to any comments made on the draft EIR, and must adopt measures to mitigate any environmental impacts that have been determined to be significant, or provide justification as to why mitigation of an impact is not feasible.

At the end of that process, a Notice of Determination (NOD) must be filed with the County Clerk within five (5) working days after the Lead Agency approves the project. A copy of the NOD must also be filed with the State Clearinghouse. As evidence of CEQA compliance, a date stamped copy of that notice must be maintained by the applicant in the project files.

4. Lobbying

OCJP grant funds shall not be used for the purposes of lobbying (see Grantee Handbook, Section 2240.2).

As required by Section 1342, Title 31 of the U.S. Code, applicants selected for funding must review and certify that no federal funds will be used for lobbying. By signing the Assurance of Compliance form, the applicant formally certifies to notify OCJP, as the granting/monitoring agency, that the applicant selected for funding will comply with the provisions of the Act.

5. Debarment, Suspension and Other Responsibility Matters - for federally funded projects only

Applicants selected for funding must certify that they will adhere to Executive Order 12549, Debarment and Suspension. By signing the Assurance of Compliance form in the Grant Award Forms Package, the applicant certifies to that effect.

6. Proof of Authority from City Council/Governing Board

Applicants selected for funding must obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so. By signing the Assurance of Compliance form in the Grant Award Forms Package, the applicant certifies that said written authorization will be obtained, and maintained on file and readily available upon demand.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

Note: There are different requirements for state and federal funds. (Those affecting only federally funded projects are identified.)

I, Leroy D. Baca, Sheriff, hereby certify that:
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: County of Los Angeles _____

IMPLEMENTING AGENCY: Los Angeles County Sheriff's Department _____

PROJECT TITLE: Coverdell Forensic Sciences Improvement Act Program _____

will adhere to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Office of Criminal Justice Planning including, but not limited to, the following areas:

- I. Equal Employment Opportunity
- II. Drug-Free Workplace Act of 1990
- III. California Environmental Quality Act (CEQA)
- IV. Lobbying
- V. Debarment, Suspension, and Other Responsibility Matters
- VI. Proof of Authority from City Council/Governing Board

I. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

A. General EEO Rules and Regulations (state and federal)

The applicant selected for funding acknowledges awareness of, and the responsibility to comply with, the following Equal Employment Opportunity requirements by signing the Grant Award Face Sheet (OCJP A301), including this Certification of Assurance of Compliance, and submitting the application to the Office of Criminal Justice Planning (OCJP).

- 1. California Fair Employment and Housing Act (FEHA) and Implementing Regulations, California Administrative Code, Title 2, Division 4, Fair Employment and Housing Commission.
- 2. California Government Code Article 9.5, Sections 11135-11139.5 and Implementing Regulations, California Administrative Code, Title 22, Sections 98000-98413.
- 3. Title VI of the Civil Rights Act of 1964.

4. Title V, Section 504 of the Rehabilitation Act of 1973 (29 USCS Section 974) and Federal Department Regulations on its implementation; Government Code Section 4450, et seq.
5. Subtitle A, Title II of the Americans with Disabilities Act (ADA), 42 USC Sections 12131-12134 and U.S. Department of Justice implementing regulations, 28 CFR, Part 35.
6. U.S. Department of Justice Regulations, 28 CFR, Part 42, Equal Employment Opportunity, Policies and Procedures -- **applies to federally funded grants only.**

Federal and state agencies have the legal right to seek enforcement of the above items of this assurance of compliance.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Violation of these provisions may result in withholding of grant funds by OCJP.

- B. The following apply to federally funded grants only:

Note: Effective Fiscal Year 1992/93, the Federal criteria and requirements apply to the "implementing agency" responsible for the day-to-day operation of the project (e.g., Probation Department, District Attorney, Sheriff).

1. Criteria for Federal EEO Program Requirements for Grants in the Amount of \$25,000-\$499,999. (Does not apply to community-based organizations).

Federal regulations require qualified recipient agencies of federal financial assistance to prepare an Equal Employment Opportunity Program (EEOP) upon meeting all of the following criteria:

- a. Grantee has 50 or more employees.
- b. Grantee has received a total of \$25,000 or more in grants or subgrants since 1968.
- c. Grantee has a service population of 3% minority representation (If less than 3% minority population, the EEOP must be prepared to focus on women).

The EEOP must be developed for the implementing agency responsible for the day-to-day operations of the program.

2. Assurance of EEOP for Federal Grants of \$25,000-\$499,999

This implementing agency has formulated, or will formulate, implement, and maintain an EEOP within 60 calendar days of the date the Grant Award Face Sheet (OCJP A301) is signed by the Executive Director of OCJP. I also certify that the EEOP is/will be on file in the following Affirmative Action (A.A.) Office:

A.A. Officer: Randall J. Olson_____

Title: Lieutenant_____

Address: 4700 Ramona Boulevard Monterey Park, California 91754_____

Phone: (323) 526-5671_____

The EEOP is available for review or audit by officials of OCJP or the Federal Government, as required by relevant laws and regulations.

Additionally, I agree to submit a copy of said EEOP to OCJP (Attention: EEO Compliance Officer) within 60 calendar days of the Executive Director's signature on the OCJP A301.

3. Federal Grants of \$500,000 and Above

All applicants for federal grant funds of \$500,000 or more will submit a copy of their EEOP (developed for the implementing agency), or federal letter of compliance, to OCJP with the second stage application forms.

4. EEOP Updates for Continuing Federal Grants

Projects that have previously received a total of \$25,000 or more in federal grants, or a single award in the amount of \$500,000 or more, and have an approved EEOP on file with OCJP, are required to submit an annual update of their EEOP if funds are continued. The timeframe for EEOP updates are the same as identified in Section B, 2 and 3 above.

C. The following apply to all OCJP grantees:

1. In addition to this Certification, all OCJP grantees must have a current EEO Policy Statement, established by their agency, posted in a prominent place accessible to employees and applicants; and
2. The poster entitled "**Harassment or Discrimination in Employment is Prohibited by Law**" also must be posted in a conspicuous location accessible to employees and applicants. This poster may be obtained from the local office of the Department of Fair Employment and Housing.

II. CALIFORNIA DRUG-FREE WORKPLACE ACT OF 1990 AND FEDERAL DRUG-FREE WORKPLACE ACT OF 1988 REQUIREMENTS

The above-named organization(s) will comply with the California Drug-Free Workplace Act of 1990 of California Government Code Section 8355, et seq., and the Federal Drug-Free Workplace Act of 1988, and implemented as 28 CFR, Part 67, Subpart F, for grantees, as defined in 28 CFR, Part 67, Sections 67.615 and 67.620 by:

- A. Publishing a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required in Government Code Section 8355(a).
- B. Establishing a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation and employee assistance programs;
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Providing as required by Government Code Section 8355(c) that every employee who works on the proposed grant:
 - 1. Will receive a copy of the company's drug-free policy statement;
 - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- D. Notifying the employee in the statement required that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement;
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- E. Notifying the agency, in writing, within ten (10) calendar days after receiving notice as required above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, and title to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, DC 20531. Notice shall include the identification number(s) of each affected grant.

- F. Taking one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above requirements.

III. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The above-named organization(s)/individual(s) will comply with the California Environmental Quality Act (CEQA) requirements as stated in the Public Resources Code, Division 13, Section 21000 et seq. and all other applicable rules and regulations.

All appropriate documentation will be maintained on file by the project and available for OCJP or public review upon request.

IV. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented as 28 CFR, Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR, Part 69, the applicant certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers [including subgrants, contracts under grants and cooperative agreements and subcontract(s)] and that all subrecipients shall certify and disclose accordingly.

**V. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
(applies to federally funded grants only)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR, Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR, Part 67, Section 67.510, the applicant certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
- B. Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with, commission of any of the offenses enumerated above.
- D. Have not, within a three-year period preceding this application, had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

VI. PROOF OF AUTHORITY FROM CITY COUNCIL/GOVERNING BOARD

The above named organization accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OCJP, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OCJP disclaim responsibility of any such liability. Be it further resolved that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the Office of Criminal Justice Planning (OCJP) determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: Leroy D. Baca_____

Authorized Official's Title: Sheriff_____

Date Executed: _____

Federal ID Number: 95-6000927_____

Executed in the City/County of: Monterey Park, Los Angeles County_____

AUTHORIZED BY:

- ☐ City/County Financial Officer
- ☐ City Manager
- ☐ Governing Board Chair

Signature: _____

Typed Name: ____ Yvonne Brathwaite Burke_____

Title: _____Chair, Board of Supervisors_____

THE PROJECT NARRATIVE

GOES HERE

No standard forms are provided for the project narrative.

See Programmatic Instructions for details.

THE BUDGET NARRATIVE

GOES HERE

No standard forms are provided for the budget narrative.

See General Instructions for details.

ADDITIONAL FORMS

(If Applicable)

See Programmatic Instructions for details.

ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: _____

Applicant: Los Angeles County Sheriff's Department_____

Project Title: Coverdell Forensic Sciences Improvement Act Program_____

Grant Period: ___May 1, 2003_ to ___April 30, 2004___

The following persons are authorized to sign for:

Project Director

Financial Officer

Signature

Signature

Chris C. Beattie, Captain
Name

Judi E. Thomas, Assistant Director
Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Signature

Signature

Name

Name

Approved By:

Project Director : _____

Date

Financial Officer: _____

Date

Regional/Local
Planning Director: _____

Date

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING

PROGRAMMATIC PURCHASE JUSTIFICATION

As stated in the OCJP Grantee Handbook, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

- A. In narrative form, please answer the following questions. Attach as many pages as necessary to fully answer each question.
1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.
- B. If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:
1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
 2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
 3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
 4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.
 5. For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OCJP for additional information regarding SINS requirements.
 6. Does the proposed system include intelligence data subject to 28 CFR Part 23 of the Code of Federal Regulations? Contact WSIN regarding these requirements and have them sign the certification of compliance.

Grant Award Number _____

**OFFICE OF CRIMINAL JUSTICE PLANNING
OUT-OF-STATE TRAVEL REQUEST**

Grantee (Agency/Project Director/
Address/Telephone)

Attendee(s) (Name/Title/Telephone)

--	--

Destination (City/State)

Trip Date (Month/Day(s)/Year)

--	--

Description (Meeting/Conference/Other)

--

Justification (indicate the need for the trip and the benefits to the State) (use additional pages if necessary)
(attach brochure if available)

--

Grantee Must Attach Cost Worksheet to the Out-of-State Travel Request

FOR OCJP USE ONLY

Recommendation

Approved

Disapprove

☐☐☐☐

Program Specialist Date

Program Branch Chief Date

OUT-OF-STATE TRAVEL REQUEST WORKSHEET

Date of Trip: _____

Destination: _____

Purpose: _____

ESTIMATED COSTS

TRANSPORTATION

Airfare _____

Airport Expenses:

Mileage _____

Taxi/Shuttle _____

Parking _____

Auto Expenses:

Private Car _____

Rental Car _____

State/Agency Car _____

HOTEL/PER DIEM

Hotel: _____

Per Diem: _____ days @ \$ _____

OTHER EXPENSES

Registration/Conference Fee _____

TOTAL COSTS NOT TO EXCEED: _____

**THE APPLICATION APPENDIX
GOES HERE**

See Programmatic Instructions for details.